

SECRET

26 April 1968

Meetings /  
V

## MEMORANDUM FOR THE RECORD

SUBJECT : Office of Finance, Certification and Liaison Division Briefing

PRESENT:

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1.  reviewed the Certification and Liaison Division's mission briefly as "reviewing, auditing and certifying all vouchers and claims (other than those decentralized to DD/P stations and offices)." Their functions also include briefing Agency employees who will handle cash, reviewing administrative plans and fiscal annexes, and follow-up in cases of employee indebtedness to the Agency.

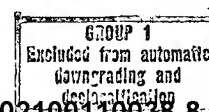
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2. In view of P.L. 110  feels that the certifying function will remain unchanged. He demonstrated that it represents the "last chance to prevent money from being shoved down a rat-hole," and that an equal responsibility exists to assure equality of treatment to all employees (in allowances and claims.)

3. He emphasized that the certifying officer's responsibility is broad and that his judgment is frequently final. He pointed out that, while regulations are strictly binding in the case of most of the dollar volume, the certifying officer's judgment is involved in the agent area. Mr. Bannerman inquired concerning the number of cases where bad judgment appeared evident in agent payments and was told that these cases are "infrequent." Mr. Fuchs pointed out that the Audit Staff would pick up such cases occurring at overseas stations in their review.

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4.  passed out the two attached charts demonstrating the volume of their General Claims Branch and Central Travel Branch workload. Their problem areas include a perennial personnel shortage. In response to Mr. Bannerman's question about turnover problems he explained that many of the older personnel inherited in the Finance/Fiscal merger would now be retiring and were being replaced by younger, more flexible people, a factor which would ease their problem. Other problems include that of processing other Agency billings and of cargo transportation payments. A proposed simplification of the cargo billing problem involving a single



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transportation allotment appears to have been delayed in O/PPB. (We will review and advise Mr. Bannerman.)

5. Objectives for the future include expediting contract payments (now being set up), and concentration upon assisting the SIPS effort. They hope also to broaden the scope of their surveys and reviews. Mr. Bannerman inquired concerning possible feed-back on savings from  Allowance Committee work and was told that they would furnish the numbers operating under the procedure and the estimated savings. The committee is handling two to three cases a week.

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DSPA-DD/S

2 Atts

DSPA-DD/S:SWR:fav (2 May 68)

Distribution:

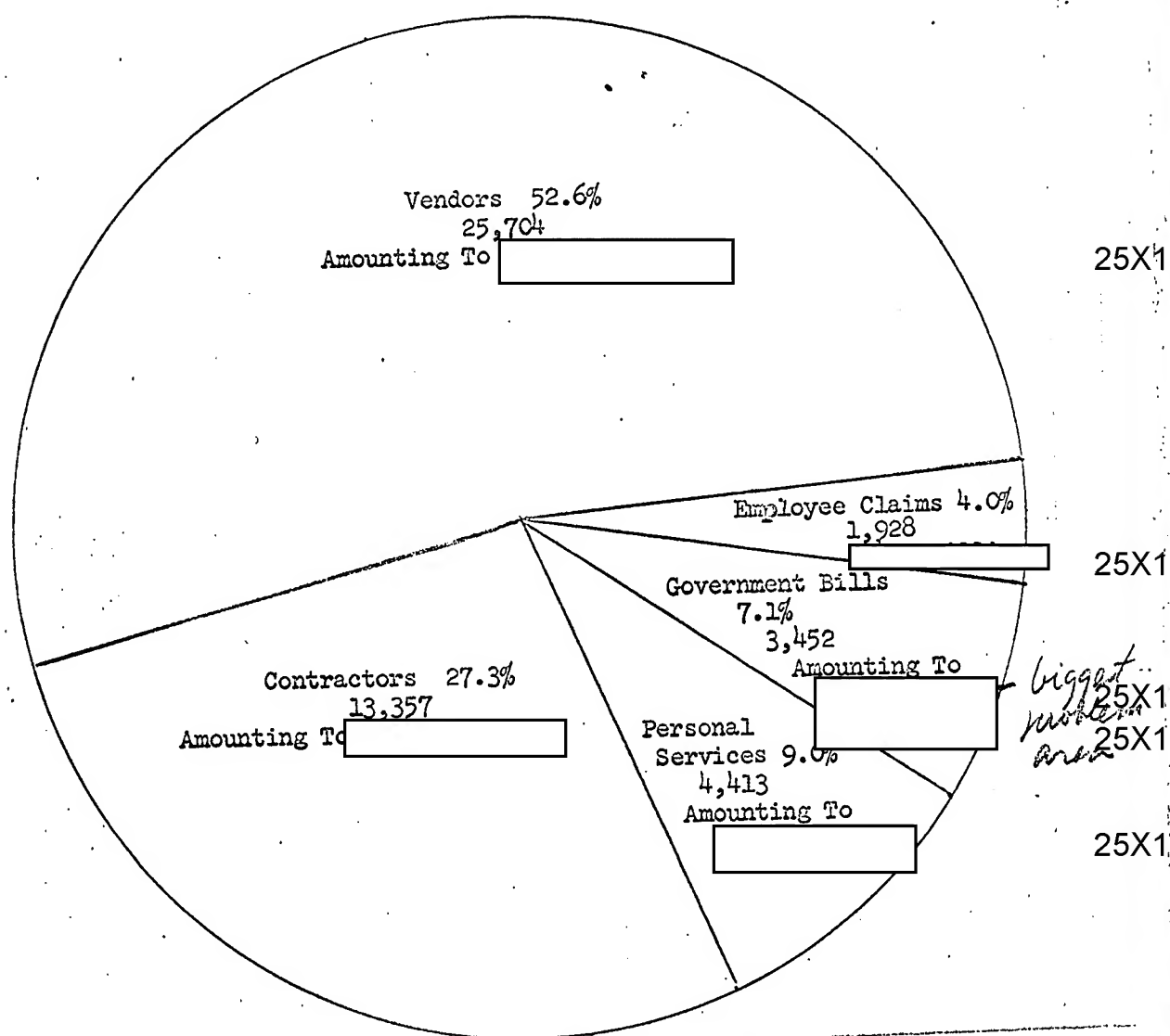
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GENERAL CLAIMS BRANCH

DOCUMENTS PAID

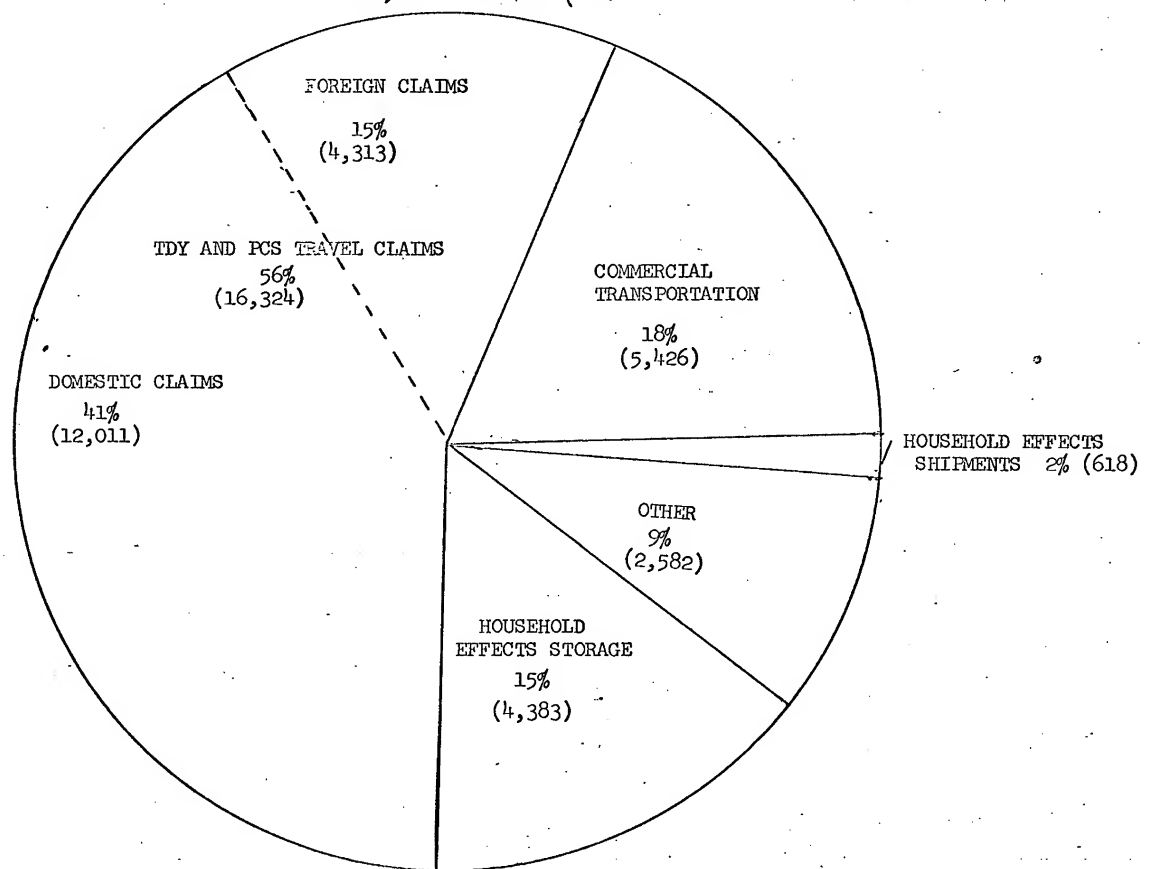
48,854 PER ANNUM



GROUP 1  
Excluded from automatic  
downgrading and  
declassification

CENTRAL TRAVEL BRANCH - Processed

28,715 Claims (1967)



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GROUP 1  
Excluded from automatic  
downgrading and  
declassification